

Institutional Strategic Planning Council (ISPC)

September 4, 2013

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Melissa Bader, Deborah Makin, Diane Dieckmeyer, Gail Zwart, Beth Gomez, Mark Lewis, Jason Parks, Mark DeAsis, Jim Thomas, Greg Aycock, Lyn Greene, Celia Brockenbrough, Monica Green, Jocelyn Yow (ASNC), Ruth Smith (Recorder)
- **Absentees:** Andy Aldasoro, Andres Elizalde, Dominic Hitchcock, Ruth Jones, Ruth Leal
- **Guests:** Gustavo Ocegüera, Paul Parnell, Kevin Fleming, Koji Uesugi

Welcome: - Diane Dieckmeyer

- Dr. Dieckmeyer thanked Jocelyn Yow (ASNC) for joining us. The committee introduced themselves to her.
- Reviewed importance of ISPC.
- Reminder that the ISPC Committee is technology free, no e-mail or texting, etc.

Approval of Minutes: - Gail Zwart

Motion by Melissa Bader, second by Jim Thomas to approve the minutes for the May 29, 2013 meeting. Motion approved with four abstentions.

I. Information Items:

A. Update – Self Evaluation Report (Diane Dieckmeyer)

- Sent out draft to all co-chairs of the Accreditation Steering Committee along with the President, all Vice Presidents and members of District Administration. Asked for input from everyone with a deadline for feedback of Sept 30.
- Will be sent to non-all on Sept 9.
- Will go to executive cabinet in Nov.
- Will go to the Board of Trustees Teaching and Learning Committee on December 3 and the regular board meeting on December 10.

B. Grants Committee Report (Gustavo Ocegüera)

- Presented PowerPoint overview of the Grants Committee. (attached)
- Working on creating more awareness around the college of Grants and the Grants Committee.
- Shared form the committee put together – Funding Opportunity Analysis Worksheet. This is a requirement of the district grants committee. Posted on website.
- Shared form that the Grant Committee utilizes outlining the Grant Development Process. Helps with developing a grant proposal.

- Grant committee is limited in scope. Does not write grants but mostly reviews opportunities.
- Request support of ISPC by developing guidelines for appeals.
- Currently have about 8 grants at Norco.
- If grant is over \$100,000 then the colleges have to work with the district grants office. District must submit the grant proposal.
- Request from ISPC Committee that the Enrollment Management Committee is informed of any grants that might affect FTES.
- The colleges can use consultants to prepare grants, but they must be paid by the college not from district funds.

C. Update – Facilities Master Plan (Beth Gomez)

- The Facilities Master Plan was postponed due to missing information and key elements that were not included.
- Information regarding the college's secondary access was not included and will be added.
- Master Plan will go to the October Board of Trustees meeting.

D. Tri-Chair Nomination (Diane Dieckmeyer)

- Item moved to next meeting due to no staff in attendance to accept nomination.

E. Committee Appeals Process (Gail Zwart)

- Gail suggested some possible wording for the appeal process. The ISPC made some additional recommendations and possible changes.
- Dr. Zwart and Dr. Dieckmeyer will put together a draft process derived from today's suggestions and bring it to the next meeting.
- The appeal review would look at the process followed, not the decision made.

F. Update – FTES (Melissa Bader)

- Shared FTES Sub-Committee minutes from May 7. (Attached)
- Updated the committee on changes that occurred during the summer.
- Discussion on class offerings - face to face versus hybrid and on-line, etc.

G. Update – Budget (Beth Gomez)

- Shared information from 2013-2014 budget presentation at last night's Board of Trustee meeting.
- Clarified what shortfalls from 2012-2013 are still impacting budget.
- Reviewed the BAM revisions for 2013-2014


H. Results of ISPC Evaluation (Greg Aycock)

- Sent out Survey Monkey link to conduct ISPC evaluation. Received 10 responses.
- Shared survey results. (See attached)
- For this year Greg suggests that the committee take the survey at the end of the last meeting for the year instead of via survey monkey.

II. Open Hearing


- Discussion regarding the ISPC Committee supplying copies of meeting documents at each meeting. It was decided that copies will be provided for guests and the committee members will supply their own copies.
- Update on Smoking Circle - Location of the smoking Circle is on agenda for the next BFPC meeting.

Adjourned - 2:50




GRANTS COMMITTEE
FALL 2013 REPORT

Gail Zwart, Co-chair
Gustavo Ocegüera, Co-chair
September 4, 2013



Committee's Purpose & Alignment

- **Mission:** Committee promotes collaboration and supports educational opportunities.
- **Core Commitments:** Committee promotes inclusiveness and collegiality.
- **Strategic Goals and Objectives:**
 - Increase external funding sources which support college programs and initiatives (4.8)
 - Ensure that resource allocation is tied to planning (6.3)
 - Provide professional development activities for all employees (7.1)



Activities

- Worksheet and flowchart
- Meeting schedule
- Increase awareness of grants
- Development of new grants

Challenges

- Committee is limited in scope
- Limited resources

Support From ISPC

- Development of guidelines for appeals.

What Should ISPC Be Aware Of?

- Committee's Membership:
 - Meant to represent campus departments and disciplines.
 - Is equal representation necessary?



GRANTS COMMITTEE

Statement of Purpose

The purpose of the Grants Committee is to identify grant opportunities that align with the mission, strategic planning goals, and resource needs of Norco College. The committee also informs the college community about existing grants, serves as a liaison between the RCCD Grants Office and Norco College, and provides local support for grant efforts to college staff, faculty, and administration.

Membership

The Grants Committee is comprised of faculty, staff, students, and administrators as follows.

- 4 Full Time Faculty (CTE Faculty member serves as Co-Chair)
- 2 Classified Staff Members (appointed by CSEA)
- Associate Dean, Grants & College Support Programs (Co-Chair)
- Vice President, Business Services
- Dean, Academic Instruction, or appointee
- Dean, Student Services, or appointee
- Dean, Institutional Effectiveness, or appointee
- Dean, Library and Learning Resources, or appointee
- ASNC Student Representative

2013-2014 Committee Members

Greg Aycock, Dean, Institutional Effectiveness
Beth Gomez, Vice President, Business Services
Hortencia Cuevas, Director, Student Support Services
Adrian Delgado, ASNC Student Representative
Anthony Muniz, Upward Bound Program Assistant
Lyn Greene, Assistant Professor, Political Science
Damon Nance, Dean, Technology and Learning Resources
Gustavo Ocegueda, Associate Dean, Grants & College Support Programs (Co-Chair)
Stanley Tyler, Assistant Professor, Chemistry
Gail Zwart, Associate Professor, Business Administration

2013-2014 Schedule of Meetings

The Grants Committee meets on a monthly basis during Fall and Spring semesters. The committee is currently meeting on the fourth Wednesday of the month, 1:00 - 2:30 p.m., in ST 107.

September 25, 2013
October 30, 2013
November 27, 2013
February 26, 2014
March 26, 2014
April 30, 2014
May 28, 2014

Contact

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FUNDING OPPORTUNITY ANALYSIS WORKSHEET

NORCO COLLEGE

GENERAL GRANT INFORMATION		CODE ABBREVIATIONS
Grant Name:		Y- Yes
Due Date :		N- No
Anticipated Funding Level :		M-Maybe
Years of Funding :		NA- Not Applicable
Funding Agency :		UKN-Unknown
STRATEGIC GOALS AND RESOURCE NEEDS	CODE	COMMENTS
Describe how this grant opportunity is aligned with the college's mission and strategic plans.		
PRE-AWARD CONSULTANT COSTS/PERSONNEL TIME AND EFFORT		
Is it necessary to hire consultants to prepare and/or edit the grant proposal? If yes, please provide a cost estimate.		
Is it necessary to assemble a grant team? If yes, please specify who will serve on the team.		
What is the anticipated number of hours needed to prepare a proposal?		
POST-AWARD CONTRACTUAL COSTS		
Does the grant require consultants during the grant period? If yes, what type of consultants?		
What is the anticipated annual costs for consulting services? Does the grant allow for consultants to be paid with grant funds?		
FACILITIES/ OFFICE SPACE		
Does the grant impact existing instructional and non-instructional facilities?		
Does the grant require additional office space for grant personnel?		
Does the grant require new construction or remodeling of existing facilities?		
PERSONNEL-CLASSIFIED/MANAGEMENT		
Is it necessary to name existing staff in the grant proposal? If yes, name the positions.		
Does the grant require new staff to be hired? If yes, list each position and time and effort (FT/PT).		
Does the district have job descriptions available for the positions described in the grant proposal?		
Does the grant require institutionalization of positions? If yes, please explain and provide a cost estimate.		

FUNDING OPPORTUNITY ANALYSIS WORKSHEET
NORCO COLLEGE

ADMINISTRATION/SUPERVISION	
Who is likely to serve as the supervisor for the project director?	
What impact will this grant have on the institutions' reporting structure?	
Which division is this grant likely to be placed under?	
STUDENT SERVICES	
Does this grant opportunity require coordination between Student Services and Academic Affairs? If yes, please explain.	
Does this grant require for new programs or services to be developed? If yes, please describe.	
Does this grant opportunity require the institutionalization of programs or services that were developed with grant funds? Is so, please explain.	
Does this grant impact priority registration in any way?	
ACADEMIC INSTRUCTION	
Does the grant require reassignment of full time faculty?	
Does the grant require the development of new certificates or degree programs?	
Will it be necessary to revise existing curriculum?	
Does this grant impact the schedule of classes? If yes, please explain.	
Does the grant require faculty to implement/infuse new instructional technology?	
Does the grant provide funding to compensate faculty for piloting new courses?	
Does the grant provide funds for special projects?	
Does the grant provide funding for faculty development and training?	
STAFF DEVELOPMENT	
Does the grant provide funds to train faculty/staff on how to use new technologies?	
Does the grant provide funds for other type of staff development? If yes, please describe.	
EQUIPMENT, COMPUTER HARDWARE AND SOFTWARE	
Does the grant provide funds to purchase necessary hardware and software?	
Does the grant provide funds to purchase instructional equipment and supplies?	

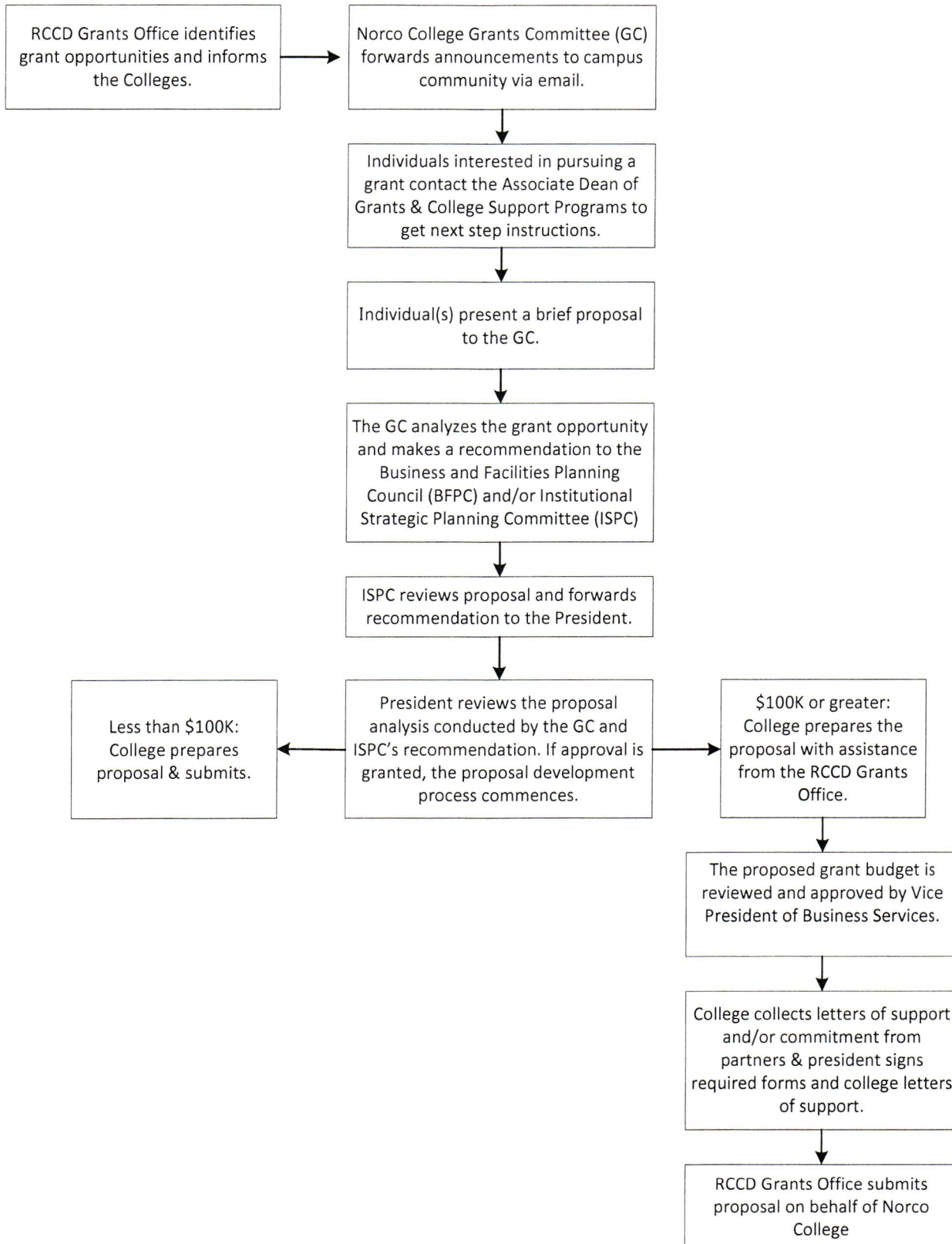
**FUNDING OPPORTUNITY ANALYSIS WORKSHEET
NORCO COLLEGE**

<p>EQUIPMENT, COMPUTER HARDWARE AND SOFTWARE</p> <p>Does the grant provide funds for additional personnel to maintain new equipment and software?</p>	
<p>Does the grant require institutionalization of new equipment and/or software beyond the life of the grant? If yes, please provide a cost estimate.</p>	
<p>TECHNOLOGY & INFORMATION SERVICES</p> <p>Does the grant require IMC to provide consultation of the purchase of A/V equipment?</p>	
<p>Does the grant require ongoing technical support from IMC for A/V equipment?</p>	
<p>Will there be a need to enhance internet connectivity and server configurations to support the purpose and objectives of the new grant?</p>	
<p>Does the grant require the services of the Instructional Media Center? If yes, please specify.</p>	
<p>Does the grant require for IMC staff to be trained in any specialized areas (AV equipment/services)?</p>	
<p>Does the grant cover maintenance and repair costs for the life of the AV equipment?</p>	
<p>Will it be necessary to provide storage for equipment purchased with grant funds?</p>	
<p>Does the grant require video production services?</p>	
<p>EVALUATION/ OUTCOMES</p> <p>Does the grant require an internal evaluation team or an evaluator?</p>	
<p>Does the grant provide funds to hire additional staff to help conduct the evaluation?</p>	
<p>Who will manage the internal evaluation?</p>	
<p>Does the grant provide funding to hire an internal evaluator?</p>	
<p>Is it necessary to hire an external evaluator?</p>	
<p>Does the grant provide funds to hire additional staff to assist with grant evaluation needs?</p>	
<p>LIBRARY SERVICES</p> <p>Will there be a need for technical support services from the Library, Assessment Center, or Learning Resource Center?</p>	

**FUNDING OPPORTUNITY ANALYSIS WORKSHEET
NORCO COLLEGE**

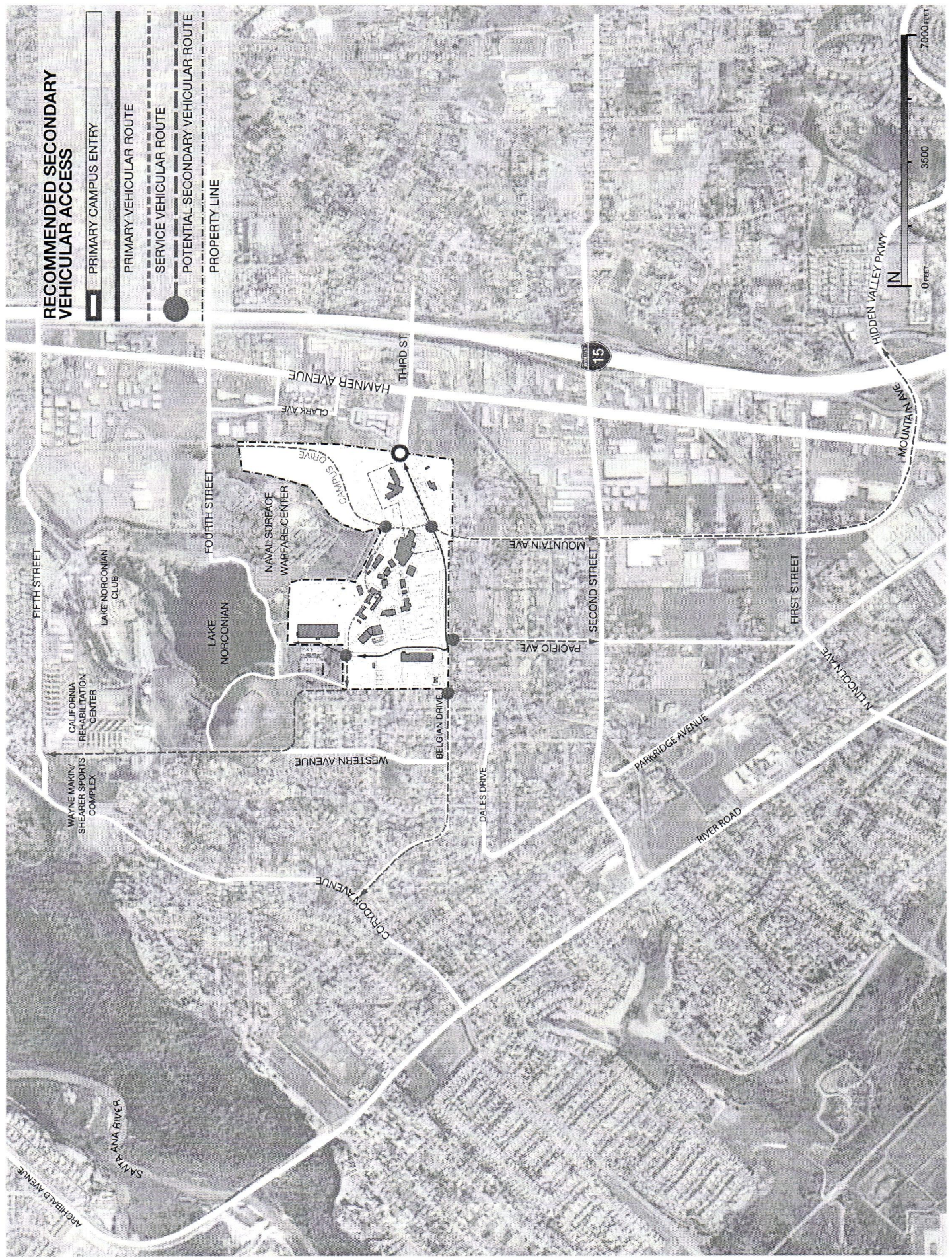
LIBRARY SERVICES	
Does the grant require Supplemental Instruction (SI)?	
Does the grant impact existing Library facilities in any way?	
Does the grant require tutorial services? If so, please list grant requirements and describe the potential impact the grant may have on the Tutorial Services Dept.	
STUDENT ACTIVITIES	
Does this grant impact students activities? If so, in what ways?	
Does this grant impact/enhance educational opportunities for students ?	
How does this grant support the goals and objectives of ASNC?	
COMMITTEE'S RECOMMENDATION: YES ___ NO ___	
Summary:	
Committee Co-Chair:	Signature: _____ Date _____
Committee Co-Chair:	Signature: _____ Date _____
PRESIDENT'S APPROVAL:	Signature: _____ Date _____
Dr. Paul Parnell	

Norco College Grant Development Process



RECOMMENDED SECONDARY VEHICULAR ACCESS

- PRIMARY CAMPUS ENTRY
- PRIMARY VEHICULAR ROUTE
- SERVICE VEHICULAR ROUTE
- POTENTIAL SECONDARY VEHICULAR ROUTE
- PROPERTY LINE



FTES Sub-Committee Minutes

May 7, 2013

Present: Diane Dieckmeyer, Greg Aycock, Melissa Bader, Kevin Fleming, Carol Farrar, Mark DeAsis, Yolanda Stanley, Gail Zwart, Ryan McKee, Sharon Crasnow.

Revised Guiding Principles for Enrollment Management:

1. Course offerings should maintain pipeline courses for our students in order to eliminate bottlenecks.

A. Since CTE has a well-established pipeline of course offerings; the percentage of CTE FTES will remain the same, 18-20%

B. In an effort to support our students in need of basic skills, the percentage of basic skills and non-transferable/non-basic skills FTES will remain the same, 18- 20%

C. Priority for course offerings shall be given to courses that advance students academic progress in AA-T/AS-T patterns.

2. Course offerings in the transfer-level category should reflect mandatory transfer requirements, especially focusing on CSU requirements.

A. The distribution of transfer-level FTES (exclusive of CTE) will reflect proportionally the options for students to meet degree/transfer goals.

3. Consideration (weight) will be given to courses satisfying more than one requirement and courses that are single-option or near single-option requirement satisfiers based on the Category Weight Score.

4. Given the disparity between the ISPC recommended distribution and the historical distribution, care should be exercised by those creating the schedule. It is recognized that it may take time to move toward achieving the recommended distribution.

5. In the interest of advancing academic progress, factors impacting student success and course/degree completion will be considered in the schedule development process.

** It should be noted that "FTES" includes the examination of census count data.

FTES for 2013-14 (Updated):

The district is adding an additional 400 FTES to 2013-14. Of that, Norco received 50 bonus FTES for effective enrollment management and Ben Clark received 50 FTES to provide an additional police academy. Norco is receiving 23% of the remaining 300 FTES for a total of 119 FTES for 2013-14. The college was asked to determine its plan for distributing the additional FTES.

SUM 13 - 293 (5%)
Fall 13 - 2791 (47%)
WIN 14 - 318 (5%)
SPR 14 - 2579 (43%)

Total = 5981

2012-2013 results have Norco College as under its allotted FTES by 95 (1.5% of total FTES). The district was under as a whole and would have been unable to claim all allotted apportionment for the year. The district has determined that a one-time allowance borrowed from SUM would help mitigate the total underage. Norco's portion was 38 FTES from Summer 2013.

Norco College continues to analyze and make adjustments to its projected FTES. In an effort to increase our cushion, 50 FTES has been added to WIN 2014.

SUM 13 - 293 (5%) – 38 (2012-2013 adjustment) 255 (4%)
Fall 13 - 2791 (47%)
WIN 14 - 318 (5%) + 50 (realignment adjustment) 368 (6%)
SPR 14 - 2579 (43%)

Total: 5993

As before, the College is also aware of the possibility that an additional 200 FTES may be added to the spring schedule district-wide. Norco's portion would be 23%, or 46 additional FTES. Should that be the case, the FTES Sub-Committee recommends distributing those FTES in a similar manner as those above, with consideration being given to maintain a strong Spring term while restoring FTES to the Summer. Distributing the FTES in this manner will not significantly alter the overall yearly percentage distribution, but it will further support the completion of pipeline courses.

FINAL BUDGET ADOPTION

Norco College
Institutional Strategic Planning Council
September 4, 2013

Beth Gomez – Vice President Business Services

Budget Overview

FY 2013-2014

	CCC System	RCCD
Base Apportionment	\$ 87.50	\$ 1.96
- COLA (1.57%)	89.40	2.63
- Access (2.26%)	88.00	0.95
Categoricals		
Scheduled Maintenance/Instructional Equipment	30.00	0.63
Energy Efficiency Programs	47.00	?
Online Education Development	16.90	?
Adult Education Planning Grants	<u>25.00</u>	<u>?</u>
Total	<u>\$ 383.80</u>	<u>\$ 6.17</u>
Deferral "Buy Down"	\$ 179.00	\$ 4.20

At Risk

FY 2012-2013

Redevelopment Funds

- Estimated shortfall of \$325 million at P1
- \$197.8 million backfilled in Governor's "May Revise" Proposal
 - \$97 million still unfunded
 - (\$2.4 million for RCCD)

FTES

FY 2013-2014

Credit FTES

<u>College</u>	<u>Target</u>	<u>Credit FTES %</u>
RCC	13,924.40	53.80 %
NC	5,980.78	23.10 %
MVC	<u>5,980.78</u>	<u>23.10 %</u>
Total	25,885.96	100.00 %
<i>Funded</i>	<i>25,607.00</i>	

BAM REVISION 2013-2014

- In the Spring 2013, the District Budget Advisory Council (DBAC), three college presidents, and the Chancellor began meeting to revise the existing Budget Allocation Model (BAM).
- The goal was to develop a model to meet the needs of a three college district.
- Additionally, this effort was in response to surveys conducted by DBAC and the continuous assessment process of the BAM.
- The group met numerous times over the spring to review and/or establish budget allocation
- model:
 - Principles
 - Policy and Organizational Considerations
 - Components

BAM REVISION 2013-2014

- The BAM remains a work-in-progress, in part to assess the revisions that have been made and also to revisit some elements which require additional analysis, consideration and/or policy decisions.
- Factors internal and external to the District will continue to change and the BAM must therefore continue to evolve in response.
- The revised BAM will be presented to the District Strategic Planning Committee (DSPC) in October 2013 for review and acceptance. In addition, the DSPC will be asked to consider some of the elements that remain open and to recommend policy changes during the transitional implementation year.

BAM REVISION 2013-2014

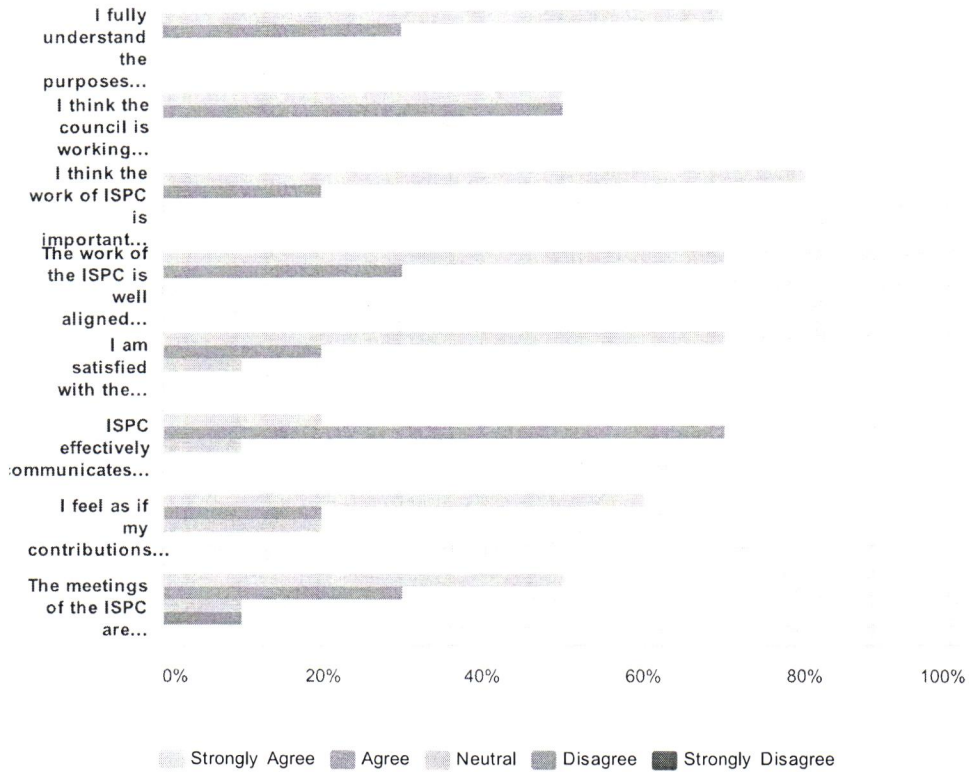
Implementation Issues

- **Transitional Budget Alignment**
- **Associate Faculty and Overload Budget Determination**
- **District Service Level Expectations**
- **Mid-year Budget Adjustments from the State**
- **Other Resources**

ISPC Survey of Effectiveness

Q1 Please answer the following questions with your level of agreement according to the scale below

Answered: 10 Skipped: 0



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
I fully understand the purposes of the ISPC.	70% 7	30% 3	0% 0	0% 0	0% 0	10
I think the council is working effectively to fulfill those purposes.	50% 5	50% 5	0% 0	0% 0	0% 0	10
I think the work of ISPC is important to the college.	80% 8	20% 2	0% 0	0% 0	0% 0	10
The work of the ISPC is well aligned with the mission of the college.	70% 7	30% 3	0% 0	0% 0	0% 0	10
I am satisfied with the revised Strategic Plan 2013-2018.	70% 7	20% 2	10% 1	0% 0	0% 0	10
ISPC effectively communicates the importance of strategic planning to the college.	20% 2	70% 7	10% 1	0% 0	0% 0	10
I feel as if my contributions are valued in the work of the ISPC.	60% 6	20% 2	20% 2	0% 0	0% 0	10
The meetings of the ISPC are collegial	50% 5	30% 3	10% 1	10% 1	0% 0	10

ISPC Survey of Effectiveness

Q2 Please feel free to make comments below:

Answered: 3 Skipped: 7

#	Responses	Date
1	I think ISPC has done some great work this past year and a half. There are some things that still need to be refined, such as the grant that recently came to the ISPC after being denied by the Grants committee, but those are areas that could easily be defined better in the future as they arise. Overall I am pleased with how ISPC is working.	6/11/2013 8:20 AM
2	I am not completely clear that those who do not sit on the ISPC have as clear a sense of what the purpose of the ISPC is and how it functions. I think strengthening communication to the college community as a whole would be a good idea.	6/10/2013 2:11 PM
3	In prioritizing and decision making, I think it is important to base resource allocation on data which may include more than assessment of student learning. Of course, use of assessment data should be used whenever applicable, but data should be used to justify purchases or hirings that may not have direct application to student learning.	6/10/2013 2:03 PM